

## Position Vacancy: Office Assistant

The Employees Welfare Association (EWA) of the U.S. Embassy Tokyo is seeking an individual for the position of Admin Assistant located at the U.S. Embassy Housing Compound in Akasaka Ward, Tokyo.

OPEN TO: All interested parties  
POSITION: Office Assistant  
OPENING DATE: 18 Nov. 2019  
CLOSING DATE: Until Filled  
WORK HOURS: Part Time 40 hours per week, based on EWA Office operation days.  
SALARY: ¥176,000/Month

### PLEASE NOTE:

1. Only candidates selected for an interview will be contacted
2. This position is not a U.S. Federal Government position.
3. U.S. citizens/green card holders fall under U.S. IRS requirements.
4. The EWA will not sponsor work visas in Japan. Candidates must have a residency or work permit that allows sufficient work privilege.

### BASIC FUNCTIONS OF POSITION:

EWA is a private association of employees of the U.S. Embassy Tokyo. Incumbent will primarily assist with duties/responsibilities within the administration office. Duties include, but not limited to, filing, clerical functions, prepare forms, computer data entry, maintain logs/rosters, receive payments, schedule facility/items use by reservation, and overall assist customers in person and by phone in both English and Japanese.

### QUALIFICATIONS REQUIRED:

1. Education: Completion of Secondary School required. Associates degree desirable.
2. Prior Work Experience: 1-2 years experience related to office administration duties preferred
3. Language Proficiency: Clear understanding and ability to speak, read, and write English and Japanese.
4. Knowledge:
  - a. Good working knowledge of office administration/clerical/filing
5. Skills: Accuracy and attention to detail a must. Good working knowledge and application of Microsoft Office with special emphasis on Excel. Excellent customer service skills. Good written and verbal communicator.

### SELECTION CRITERIA:

1. All qualified candidates with a residency permit in Japan are encouraged to apply.
2. A successful background investigation will be required prior to employment.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume or curriculum vitae.
2. Proof of residency/work permit in Japan.
3. References requested

SUBMIT APPLICATIONS TO:

Mail:

U.S. Embassy Tokyo  
EWA Office Assistant  
2-1-1 Roppongi, Minato-ku  
Tokyo, 106-0032

or

E-Mail: [ewaofficeassistant@gmail.com](mailto:ewaofficeassistant@gmail.com)